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GOVERNOR

STATE OF ALABAMA
DEPARTMENT OF MENTAL HEALTH
RSA UNION BUILDING
100 NORTH UNION STREET
POST OFFICE BOX 301410
MONTGOMERY, ALABAMA 36130-1410
WWW.MH.ALABAMA.GOV



JOHN M. HOUSTON
COMMISSIONER

April 28, 2010

Dear Submitter:

Attached is a Request for Proposals (RFP) and Request for Qualifications (RFQ) issued by the Alabama Department of Mental Health (DMH) seeking the services of a qualified Project Manager for Construction of a Psychiatric Hospital in Tuscaloosa, Alabama. All submissions in response to the attached RFP/RFQ must be **received at the address indicated below by 4:30 p.m. (Central), Friday, May 28, 2010.**

Submission of proposals does not guarantee the award of a contract. Upon selection, a standard departmental contract will be required. *Any contract resulting from this RFP/RFQ is not effective until it has received all requisite approval and no Contractor may begin performing work under any resulting contract until notified to do so by the contract administrator.*

If you or your firm/company desire to submit a response, the following steps must be completed in their entirety:

1. The response must be submitted in the format prescribed in the attached RFP/RFQ.
2. Proposals must be in ink or typed (pencil is not acceptable) and contain original signature.
3. **Submit response to:**

David E. Jackson,
Associate Commissioner,
Administration
Alabama Department of Mental Health
100 North Union Street, Suite 480
Montgomery, AL 36104

Sincerely,

David E. Jackson,
Associate Commissioner
Administration

1 Atch—RFP/RFQ

STATE OF ALABAMA

**DEPARTMENT
OF
MENTAL HEALTH**

**REQUEST FOR PROPOSAL (RFP)
AND
REQUEST FOR QUALIFICATIONS (RFQ)**

**PROJECT MANAGEMENT FOR
CONSTRUCTION OF
PSYCHIATRIC HOSPITAL**

**REQUEST FOR PROPOSAL (RFP)
AND
REQUEST FOR QUALIFICATIONS (RFQ)**

Introduction

The Alabama Department of Mental Health is seeking a qualified Construction Management firm to provide pre-construction services and to manage construction of a new psychiatric hospital which will include patient rooms, administrative spaces and support spaces.

General Description of the Scope of Services

The project will be constructed under Alabama Building Codes, Local Codes, Alabama Building Commission Codes, Rules and Regulations, and any other applicable codes, rules and regulations. The construction cost, including construction management fees and pre-construction costs, is approximately \$65 million.

Program

This capital project will be for a new psychiatric hospital to be constructed on the campus of the Partlow Developmental Center, located on University Boulevard in Tuscaloosa, Alabama. The psychiatric hospital is to accommodate approximately 268 patients with approximately 240,000 gross square feet.

Scope of Services

The Construction Management scope of services are general and generic in nature and do not yet include project specific information. The expectation is that Construction Management pre-construction services shall be provided by the same Construction Management team that will continue throughout the completion of the construction project. This will include the program development phase which encompasses program budget and budget control, cash flow analysis, bond program, master program schedule, project delivery systems, etc. There has already been a facility needs assessment and site assessment for property. The selected Construction Management firm will also be expected to assist with the project design phase in selecting an architect and other consultants to look at value engineering, cost estimating, schedule development, management, etc. The Construction Management team will also be involved in the procurement phase (contractor pre-qualifications, pre-bid conferences, etc.), quality control,

special inspections, materials testing and inspections, and construction close-out and occupancy of the building.

Design Phase Project Management

1. **Design Phase Coordination.** The selected firm will monitor the architectural team to ensure completion of all construction documents and will arrange for and facilitate Facilities Committee meetings, User-Group meetings, etc., and Coordination of other Meetings to facilitate the projects and ensure adherence to the Mental Health facility design standards.
2. **Constructability Review.** The selected firm will provide constructability review of documents and coordinate and reconcile comments with the Architectural teams.
3. **Value Engineering Review.** The selected firm will coordinate any Value Engineering Review Workshops during the Design Development Phase of the Project.
4. **Maintenance Review.** The selected firm will coordinate Maintenance Review Workshop(s) during the Design Development Phase of the Project.
5. **Cost Estimating Services.** The selected firm will monitor the project and ensure compliance with the Mental Health project budget, provide cost estimating services for the project during Schematic Design and Design Development, and will ensure completion of all Construction Documents. The submitter should indicate its firm's approach to providing these services in the most cost-effective manner possible. Also indicate local projects where your firm has successfully monitored project costs to meet budget.
6. **Scheduling Services.** The selected firm will assist in the development of a Mental Health Master Plan Schedule and will develop project schedules for Design and Construction Phases, meeting deadlines required by the Mental Health Master Plan Schedule. The firm will monitor architectural teams to ensure that Construction Documents are completed.
7. **Bid and Award Phase Services.** The selected firm will provide comprehensive Bid and Award Phase Services including: preparation of specifications for the project from the master specifications; coordination of document distribution; Bid Marketing; Walk-throughs; coordination with bidding Contractors; managing Bid Process including Bid Opening and related tasks prior to award of contract; recommend award and coordinate all pre-construction tasks.

On-Site Construction Management

Management for General Contractor or Limited Package Multiple Prime

Contracting. The selected firm will provide comprehensive Construction phase services for the Mental Health Project. Firms should provide cost proposals reflecting either General Contractor or Limited Multi-Prime approaches and indicate their preference and an associated range of costs for General Conditions where appropriate. Firms should assume full project responsibility including management and coordination of all construction activities on the site.

Proposals must provide the following information

- 1. Team Composition.** Provide resumes of key individuals. Identify staff to be assigned and certify immediate availability for the requested Design Phase Project Management Services. Provide evidence of successful completion of comparable projects. Indicate experience of the Cost Estimating and Scheduling staff on similar projects.
- 2. Team Approach.** Indicate your firm's approach to providing the Services elements described above.
- 3. Scope of Services.** Provide a summary Scope of Services for the team and indicate which individuals will be responsible for providing services.
- 4. Staffing Plan and Fee for Services.** Provide a staffing plan for completion of the work. Indicate hourly rates of the staff, the hours required to complete the process tasks, and a total cost to the Department of Mental Health. Include all meetings, staff time, coordination, and all required project expenses in your total cost to the Department of Mental Health.

Qualifications of Construction Manager—Selection Criteria

- Experience with constructability review, the Alabama Building Commission and its requirements, creating bid packages, bidding, managing the contract, managing trade contracts, managing and supervising construction with multiple trade contractors, documenting as-builts, infrastructure, site work, and landscaping.
- Experience of firm and proposed team members with multiple trade contracts, mode of project delivery, and knowledge of the Alabama Building Commission Code, Rules and Regulations, etc.
- Documentation as licensed contractor in good standing in the state of Alabama.

- Recent experience of the firm and proposed team members in providing services of the scope described for comparable projects.
- Demonstrated experience as a Construction Manager and in pre-construction (constructability, developing add alternates, developing a construction schedule, developing a cost estimate, pre-qualifying subcontractors, creating contractor bid packages, etc.), constructing on-time on-budget projects (taking into consideration change orders/claims), and schedule history for comparable projects.
- Demonstrated experience in achieving high quality outcomes on projects with rigorous budget constraints.
- Experience working with multiple stakeholders in a single project.
- Demonstrated experience in and knowledge of the Public Works Law in Alabama.

The Statement of Qualifications shall consist of the following:

1. **A cover letter** introducing the proposed team, naming the key players and highlighting the firm's qualifications for the project, and other relevant information as desired.
2. **Consultant Company History** (please include for all team member firms, if the team consists of more than one firm)
 - Number of years in business
 - Annual revenues
 - Current work commitments broken down by project delivery method (general contractor, multiple prime contractors, etc.)
3. **Project Team**
 - Provide resumes of key proposed project personnel. Project Executive, Project Manager, Project Superintendent, Project Engineer, MEP (mechanical, electrical, plumbing) Coordinator, Scheduler, Cost Estimator, and others, if any. Indicate number of years each person has been employed by the proposing firm. Resume should highlight relevant qualifications for this project.
 - Identify the Project Superintendent you propose for this project and at least one (1) alternate, preferably two (2) alternates and submit their resumes. The Department of Mental Health intends to interview the project's superintendent in cooperation with the selected construction manager before the start of construction.
 - Experience for these Team Members: Project Executive, Project Manager, Project Engineer, Project Superintendent, and the MEP Coordinator, please list at least two (2)

subs and the sub-location that each proposed team member has worked with for these trades: Mechanical, Electrical, Plumbing, and Window/Wall, especially those trades that would be appropriate for a Department of Mental Health psychiatric hospital.

Sample:

Personnel	Mechanical	Electrical	Plumbing	Window/Wall
Name(s)	Name(s)	Name(s)	Name(s)	Name(s)

- Team members that have previously worked together for these team members: Project Executive, Project Manager, Project Engineer, Project Superintendent, and the MEP Coordinator, please show what team members previously worked together and list at least two (2) relevant projects.

Sample:

Project	Client	Personnel	Title
Example: Giant Hospital	Example: Carefree Board	Name(s)	Example: Project Manager Project Superintendent

4. Project Experience and References

Provide concise, one or two page descriptions of comparable projects now in progress or completed within the last five years for which the proposing firm provided similar services. These descriptions should demonstrate your firm's and your team's experience relevant to the scope, cost, conditions and delivery method of the projects listed in this RFP and RFQ. Include in the description of each project: name of the firm that provided the services and members of the proposed team for these projects who worked on the reference project and their role(s).

- Services provided – (indicate whether completed or in project, and for what phases services have been provided – i.e., Preliminary Plans, Construction Documents, Bid/Award, Construction).
- Project delivery method (general contractor, multiple prime contractors, etc.)
- Brief description of each project, including owner, type of construction, size of the building, type and use of building (i.e., academic building, office building, hospital, etc.)
- Bid price – value of executed change orders, value of claims made, value of claims as settled.

- Actual construction duration and original construction duration from the approved baseline schedule.
- Owner references (include name, title, organization, current phone number, physical address, postal address (if different), and e-mail address).

5. Project Controls and Contract Administration

Describe and demonstrate your firm's abilities and experience by providing one page narratives for each of the following capabilities:

- Administering Multiple Prime Contract projects, if any.
- Adding value through pre-construction services.
- Estimating.
- Cost control.
- Schedule control.
- Document management and control.
- Construction quality and assurance/control

6. Financial Strength

Indicate the dollar value of the three largest projects within the past five years on which the Prime Consultant has served in a Construction Management capacity, regardless of project type.

7. Litigation History

Provide specific information on the firm's (or that of all firms included in the Statement of Qualifications) history, in the last five years, of:

- Termination for default.
- Litigation by or against your firm.
- Judgments entered for or against your firm.

8. Declaration

Provide the information requested below in items a – e with a declaration stating that reasonable diligence has been used in preparation of the Statement of Qualifications submitted in response to this RFP/RFQ, and that all information in the Statement of Qualifications is true, correct, and complete:

- a. type of organization or company structure number of years the firm has been in business
- b. contractor license number and category

- c. location of principal office that will be responsible for the implementation of this contract
- d. certification that the firm is legally permitted to conduct business in the state of Alabama

9. Submittal Instructions

The individual or official of this firm who has the power to bind the firm contractually must sign the Declaration.

Completed Non-Mandatory Registration Forms (see attached) should be faxed to the attention of David Jackson, Associate Commissioner for Administration, (fax number 334-353-9165) no later than **4:30 p.m., Friday, May 7, 2010**. Firms that submit the Registration form will receive notification if any changes are made to the RFP or RFQ schedule. The Department of Mental Health reserves the right to make changes and adjustments to this Request for Proposal/Request for Qualifications at any time. Please monitor the website (www.mh.alabama.gov) for any updates which will be clearly noted. Failure to register with the Department of Mental Health may result in firms not receiving notifications of updates to the RFP/RFQ, should any be issued. The Department of Mental Health shall not be responsible for a firm's failure to incorporate any updates that are issued.

COMPLETED SUBMITTALS MUST BE RECEIVED AT THE FOLLOWING ADDRESS NO LATER THAN 4:30 P.M. ON FRIDAY, MAY 28, 2010. Ten bound copies of the submittals are required. Please address submittals to

David E. Jackson
Associate Commissioner, Administration
Alabama Department of Mental Health
RSA Union Building, Suite 480
100 North Union Street
Montgomery, Alabama 36104

Please direct any questions to Mr. David E. Jackson by e-mail at:
david.jackson@mh.alabama.gov.

The Department of Mental Health reserves the right to reject late submissions and to reject any and all Proposals and Statements of Qualifications, to amend the Request for Proposals and Request for Qualifications, and the submission process, or to discontinue the process at any time.

10. Insurance Requirements

The Department of Mental Health requires evidence of insurance coverage to be presented only after the successful firm is selected to provide services. Submittal of insurance information is not required as part of the statement of qualifications.

Evaluation and Selection Schedule

The Department of Mental Health will evaluate all Proposals and Statements of Qualification received by the deadline and will, if deemed appropriate or necessary, convene a committee to determine a short list of firms for interview.

Selection Criteria

Selection by the Department of Mental Health will be based upon the quality of the proposal and qualifications of the submitter, including:

1. **Experience.** Comparable, demonstrated experience of the team in providing Design Phase services and On-Site Construction Management for the state of Alabama and similar projects..
2. **Team Composition.** Experience of the team, previous successful projects with the proposed team members.
3. **On-Time & On-Budget performance on previously completed Projects.** Demonstrated ability to meet Mental Health goals for budget and schedule.
4. **Compatibility with Architectural Teams.** Previous successful work with Architectural teams assigned and ability to develop and foster a team-based approach to Design Phase Project Management.
5. **Cost of Services.** Cost of services, anticipating all tasks required to complete the proposed work.

Policy of Equal Opportunity

The Policy of the Department of Mental Health on equal opportunity in business contracting is that race, religion, sex, color, ethnicity, and national origin will not be used as criteria in its

business contracting practices. Every effort will be made to insure that all persons regardless of race, religion, sex, color, ethnicity, and national origin have equal access to contracts and other business opportunities with the Department of Mental Health.

Registration.

Instructions

Firms intending to submit Proposals and Statements of Qualifications for Construction Management Services on the psychiatric hospital to be built in Tuscaloosa, Alabama, should complete the form below and **either fax it to the attention of David Jackson, Associate Commissioner, Administration, at fax number 334-353-9165, or e-mail it (by attachment) to david.jackson@mh.alabama.gov no later than 4:30 p.m. on Friday, May 7, 2010.** The Department of Mental Health will return an acknowledgement of receipt within one working day by fax or e-mail. **Failure to register with the Department of Mental Health by this date may result in firms not receiving updates to the Request for Proposal and Request for Qualifications,** should any be issued. The Department will not be responsible for a firm's failure to register for updates, to incorporate any updates that are issued, or for incorrect contact information on this registration form.

Name of firm

Business Address

Street address for deliveries

Telephone number _____

Fax number _____

E-mail _____

President (print name)

President signature

Date _____

For use by Department of Mental Health Only

Received by: _____

Name

Date